



Superior Court of California
County of Riverside

JOB ANNOUNCEMENT

COURT REPORTER - PRO TEMPORE

Recruitment No. 2007-E081

- SALARY RANGE:** \$36.59 per hour
- FILING DEADLINE:** Continuous Recruitment - Interview list may be compiled without prior notice
- LOCATION:** Riverside Superior Court is seeking qualified candidates to fill current and future vacancies. Locations include Banning, Blythe, Corona, Hemet, Indio, Moreno Valley, Murrieta, Palm Springs, Riverside, & Temecula.
- JOB SUMMARY:** This is a journey level classification in which incumbents are responsible for independently providing court reporting services within assigned courtroom or other court proceedings. Work may involve real time transcription, traditional stenographic recording or use of audio/video recording media. Court Reporter is distinguished from Senior Court Reporter by the latter's responsibility for coordinating court reporting services for several courtrooms and functional supervision of court reporters.
- MINIMUM QUALIFICATIONS:**
- EXPERIENCE:** In accordance with Section 8016 of the California Business and Professions Code, official court reporters working in any court shall possess a Certified Shorthand Reporter (CSR) certification issued by the Court Reporter's Board California.
- ABILITY TO:** Simultaneously listen to and make verbatim record of court proceedings; pay attention to conversational detail; operate and maintain reporting, and computer equipment; work in presence of court audience.
- KNOWLEDGE OF:** Laws, regulation and practice relating to court reporting and transcription; legal terminology, court operations and courtroom procedure; courtroom etiquette and conventions; court reporting computer software.
- SKILL IN:** Reporting court proceedings at a rate of 200 words per minute.
- HOW TO APPLY:** Applicants must complete and submit a Superior Court of California, County of Riverside application and supplemental questionnaire. Application materials can be obtained in person at 4050 Main Street, Lower Level, Riverside, CA 92501, by phone at (951) 955-8181, by e-mail at hrcourt@riverside.courts.ca.gov, or on the internet at www.riverside.courts.ca.gov. Completed application materials may be submitted in person, by e-mail, by County mail at stop 1414, or mailed to: Superior Court of California, County of Riverside, Attn: Human Resources, 4050 Main Street, Lower Level, Riverside, CA 92501.

ASSIGNED RECRUITER: Shannon Minter

GENERAL EMPLOYMENT INFORMATION

The provisions of this announcement do not constitute an implied or expressed contract, and any provisions contained in this announcement may be modified or revoked at any time. The requirements stated on the reverse represent only the minimum required to file an application. Meeting the listed requirements does not guarantee an interview. Equal Opportunity: Superior Court makes all appointments without regard to age, race, sex, religious creed, ethnicity, disability, marital status or sexual orientation. Applicants with Disabilities: Reasonable accommodations will be made so applicants with disabilities may participate in the recruitment process. Advise Superior Court Human Resources of special needs in advance.

Human Resources Office: The Superior Court Human Resources Office is located at 4050 Main Street, Lower Level, downtown Riverside.

Hours of Operation: The Human Resources Department is open to the public, Monday through Friday, from 8:00 a.m. to 5:00 p.m. except for Court holidays.

Mailing Address: Superior Court of California, County of Riverside, Human Resources Department, 4050 Main Street, Lower Level, Riverside, CA 92501, Attn: Human Resources.

Phone Numbers: The business office phone number is (951) 955-5557. The 24-hour job line is (951) 955-8181. The fax number is (951) 955-1498.

Website: Job opportunities are listed on the Superior Court website at: www.riverside.courts.ca.gov. The application form is available at this site in Adobe PDF and MSWord format.

Applications: Applications must be legible, complete and signed to include any required certificates, forms, transcripts or Supplemental Application Forms.

Application Filing Deadlines: The Human Resources Department must receive all applications materials by 4:00 p.m. on the filing deadline date stated on the reverse. Postmarks are not accepted. Faxed applications are not accepted. If a filing deadline is not stated, applications will be accepted on a continuous basis and subject to closure without advance notice. To receive full consideration, applications should be filed promptly.

Application Information Change(s): Applicants are responsible for submitting changes in their application information such as address or phone number changes in writing.

Class Specification: For a complete class specification for this position, contact the Court Human Resources Department

Eligibility Lists: After successfully completing the entire recruitment process, candidates will have their name placed on an Eligible List. Placement on the Eligible List does not guarantee selection. When vacancies occur, the Eligible List is sent to appropriate Court divisions for selection.

Documentation: Federal law requires that all persons selected for employment complete and sign a form (INS-9) verifying the legal right to work in the United States.

Medical Examination: Employment is contingent upon successfully passing a job-related, pre-employment medical examination, which will include drug and alcohol testing.

Background Investigation: Superior Court employees shall be subject to a background investigation and fingerprinting. Convictions, depending upon the type, number and recency, may be disqualifying.

Work History: False statements or omission of facts regarding background or employment history may result in either disqualification or dismissal.